

**CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS
EXECUTIVE COMMITTEE MINUTES
February 24, 1992**

Present: Lynn Belding, Lillian Lappie, Ruth Taylor, Sandy Smith, Teri Alexander, Patsy Sowell, Jana Mize, Ben Morton

Absent: Ray Thompson, Dick Simmons, Ron Herrin, Fran Massey, Mike Simmons

From the Chair: The minutes were approved with one correction. Nominations for the officers for the upcoming year were discussed. The next regular Commission meeting on March 10th will be a business meeting. Executive committee will make a recommendation to add a standing committee for Scholarship Fund activity. The Ad-Hoc Election committee will continue as an Ad-Hoc committee. The Executive committee will also recommend that Policy and Welfare committees be consolidated and re-named: Policy/Welfare Committee.

Discussion followed regarding recognition for alternates who have actively served on the Commission. The Executive Committee decided that alternates will be recognized with a plaque on a yearly basis. In addition, representatives who are not working actively will be discussed in terms of attendance records, committee activity, etc.

7
next
year
Exec.
Set criteria

Committee Reports:

Communications - Ben Morton reported that Beth Jarrard will handle photography during the awards banquet. Due to the resignation of Mike McLeod, Ben is handling the next edition of the newsletter. The committee recommends a June issue as opposed to the normal April issue because of new memberships, etc. Kay Long has the computer program to print the assignment roster for the new year.

Policy - Lynn Belding reported that the committee had long discussions about the direction of the committee. Much of their work pertains to the Welfare issues. Policy committee recommends the merger of the two committees. Exec.

Welfare - Patsy reported for Lillian - Ron Herrin was a guest at the last meeting and discussed equal paychecks with the group. Dave Fleming is preparing a survey for interest in night classes. A letter was received from an off-campus employee who is interested in exchange courses between CU and USC. In addition a letter was received asking about wellness programs for off-campus employees. The letter with questions about leave pool has been sent to Pat Collins in Personnel.

Treasurer's Report - Jana Mize reported that the final figure from the Golf Tournament \$2603.71 will be deposited to the Scholarship account. There are funds totalling \$2500.00 in the regular account.

Old Business - Ruth presented changes to the goals and benchmarks prepared by the Strategic Planning Committee. Teri Alexander asked about the committee consisting of faculty and staff to enhance relations between the two groups. This committee will be formed next year.

New Business - none.

The meeting was adjourned at 11:50pm.

Recorded by Teri Alexander.

NEXT MEETING - Monday, March 30, 1992 - 10:00am -
Room 114 Conference Room - University Square.

CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS
MINUTES
February 11, 1992

Present: Teri Alexander, Dewey Barefield, Lynn Belding, Kathy Brock, Stephanie Clark, Pam Durham, Mary Gaines, Natalie Garrison, Ron Herrin, Charlotte Holmes, Kathy Hunter, Lillian Lappie, Connie Leslie, Kay Long, John McKenzie, Stanlee Miller, Ben Morton, David Mulberger, Kathey Ricketts, Faye Rister, Dot Roberts, Dick Simmons, Sandy Smith, Ray Smith, Patsy Sowell, Ruth Taylor, Anolyn Watkins, Mary Joe Williams

Absent: Bruce Herczogh, Phil Howard, Diane Jones, Teresa Kelley, Fran Massey, Jana Mize, Robbie Nicholson, Judy Pilgrim, Michael Simmons, Ray Thompson.

From the Chair: Patsy welcomed all attendees and introduced the guest speakers for the meeting: Freddie Harbin, Risk Management Office, to discuss Worker's Compensation and Joy Smith, Associate VP, Student Affairs to discuss Total Quality Management.

Highlights of Guest speaker Freddie Harbin:

Worker's Compensation is available to all employees including student assistants with the exception of railway, certain casual employees, federal employees and employers with less than four on staff. \$809,000 in workers comp premiums were paid in 1991. What can we, as employees, do to lower the cost? Through Risk Management a variety of courses are offered in the areas of defensive driving, safety, lab safety and OCEA standards. Mrs. Harbin urges us to take advantage of safety courses. Don't try to take short cuts on the job. The first priority is to provide a safe environment!

Report all safety hazards to Risk Management. All injuries must be reported within ten days to Worker's Compensation. All accidents must be reported by South

Carolina law. You do not have to be seen by a doctor but report the matter in case there are problems relating to the injury in the future. By reporting the accident both the employer and employee are protected. Use your judgement - especially in the case of a minor injury.

Questions from the floor:

1) Over \$800,000 - is that the premium Clemson paid?

Yes, the amount from claims was higher than \$800,000 . Four hundred and fifty claims were reported.

2) Suppose that I was slightly injured and did not go to the doctor, how much later can I claim?

The doctor would need to verify that the problem is related to the injury. Ninety days is a safe figure to use and a claim is closed after one year.

3) Should steps by the library be reported? Yes

Who funds the repair? Most costs are covered by FMO. Call Risk Management first.

4) In terms of leave, are there other options available opposed to using worker's comp?

Yes - basically three options : a) use sick leave and annual leave; b) leave with out pay (2/3 of paycheck is covered by worker's comp); c) leave without pay plus combination of annual leave and sick leave.

5) Would you please explain the Second Injury Fund?

Funded by a separate state agency. If an employer is aware of an injury when you come to work and you have an accident related to the previous injury, the second injury fund may help. The employer must be aware of the original injury or illness. This is relatively new! Risk Management is making new employees aware, however, current employees have not been made aware.

6) Will refusing a diagnosis or treatment hurt the employee later if he or she feels it unnecessary? No.

7) If you go to the hospital, what do you tell them?

Tell the hospital that the claim is Worker's Comp - do NOT tell them it is Blue Cross else the paperwork takes much longer!

8) Is it true that doctor's have a tendency to charge more if they know the claim is worker's comp?

A fee schedule is set and the state fund will reduce the fee if the doctor charges more than the set amount. The part that Workers Comp does not pay is not the responsibility of the employee.

From the Chair:

Minutes were approved with two corrections. A copy of the memorium for Pat Durham is in the Clemson Chapter of the Tiger Tales Newsletter. Nell Smith will not be speaking at the next Commission meeting. The Executive Committee resolved that the Commission would not put itself in a political arena. (*Secretary's note - the SCSEA in conjunction with the Commission and other groups are, instead, hosting a panel discussion on legislative issues on Fri. Feb 28 at 10am in the Strom Thurmond Auditorium*).

Committee Reports:

Policy Committee - Lynn Belding distributed a resolution for the Commission to add our Chairperson or his/her designee to the Vending Machine Committee. Resolution approved. Policy Committee has received a lengthy letter from a staff member and will be investigating those concerns. The Chair of the Welfare Committee of the Faculty Senate was invited to talk with the Commissions' Welfare group but declined on the basis of busy time constraints.

Communication Committee - Ben Morton reported that the committee had not met but were meeting today. Work is just beginning on the next newsletter. The President's Box is scheduled for the April 14 annual banquet.

Ad Hoc Election Committee - Kay Long reported that new representatives had been elected for the upcoming year. Patsy Sowell sent a letter and information inviting the new members to attend the April meeting.

Welfare Committee - Lillian Lappie - no report.

Scholarship Fund - Sandy Smith - no report.

Budget Report - Jana Mize absent.

Guest Speaker Joy Smith:

Student Affairs served as a model for a program involving Total Quality Management. The program was named S.A.L.T. (Student Affairs Leadership Team) and was set for improving quality and people helping people to be the best for the customer. The process outline involves: 1) Write a vision statement; 2) Enfranchise your colleagues (means to free to make decisions); 3) Identify your public 4) Compare your ideals. In other words: a) Select the critical processes in your area; b) Select the problem to resolve; c) Diagnose the processes; d) Read and collect data on the processes; e) Develop solutions based on your vision statement, customer needs and cost; f) Implement the best solution.

Joy stressed that Total Quality Management is not a campus wide program or project. TQM is being embraced by some departments; however, it is not widely accepted across campus.

Questions from the floor:

1). How have staff reacted to TQM?

Reactions have been as varied as personalities; department reactions are just as varied.

2) How did it happen that Student Affairs worked on this project?

The Leadership Development Council asked for volunteers and Student Affairs agreed. Joy also attended Milliken to see their demo on TQM.

3) How long did your area work on TQM?

Just over a year (November 1990).

University Committees:

Parking Committee - Stanlee Miller reported that the committee met on January 23. Discussion on the firelanes continues as well as the trucks parked at P&AS building.

Accident Review Board - Kathey Ricketts - no report.

Strategic Planning - Ruth Taylor reported the committee had been working over two years to put together goals and benchmarks. The rough draft was distributed and Ruth is

taking suggestions back to the committee to ensure that classified staff are included in the document.

Joint City/University - Mike McLeod absent - he has resigned.

Facilities Planning - Ray Smith reported that the relocation of Stadium Road has not been resolved.

Committee to Promote the Clemson Experience - The Final Report of the committee was distributed. The Commission is asked to endorse the report in spirit. Commission members are asked to read the report and respond at the March meeting.

Athletic Council - Patsy Sowell distributed an attachment for the minutes for members to read.

Recreation Advisory Committee - Phil Howard reported that the committee is discussing changes in membership status.

President's Cabinet - Sandy Smith attended the meeting for Patsy Sowell. The proposed BMW site was discussed. Dr. Lennon made no comment on the issue.

Southern Bell Steering Committee - Judy Nicks absent.

Centennial - Dewey Barefield reported - no meeting.

Old Business:

The resolution to change the wording on the election procedures to cover Sandy Smith as Chairperson in her fourth year of service was passed by the Commission.

New Business:

A representative posed a question about the minutes loaded onto DORIS. Because the minutes are not officially approved until the next months' meeting, the minutes are behind one month in DORIS. The Commission decided that the minutes would not be loaded on DORIS until officially approved (to bar against errors in information).

Kay Long was officially commended for her hard work on elections!

The meeting was adjourned at noon.

Recorded by Teri Alexander.

**NEXT MEETING - TUESDAY, MARCH 10, 1992 - 10:00AM
STUDENT SENATE CHAMBERS - BUSINESS MEETING!**